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REGULATIONS ON WORK BOOKS IN YUGOSLAVIA

[The following regulations on work books in Yugoslavia, published in Sluzbeni List, cover the functions, handling and distribution of work books.]

Dr Pavle Gregoric, President of the Council for Public Health and Social Policy of Yugoslavia, recently issued regulations on the issuance and handling of work books, effective 29 May 1952. /According to the Zagreb newspaper Borba of 16 July 1952, work books were to be issued beginning 1 August 1952.7 The regulations follow.

2. Work books are used to regularize employment procedures of blue- and white-collar workers and to show employment status, rights to social security, and rights to pensions or disability allowances.

Work books also serve to show occupation or profession, and degree of qualification for occupation or profession.

2. Work books are issued to the following persons:

a Individuals who wish to work in state economic enterprises and their associations, enterprises of cooperative and social organizations, other economic organizations, state offices and establishments (state, cooperative, and social), and private enterprises, offices, or establishments

b. Workers who are employed under Section 4 of these regulations

3. Individuals engaged in more than one occupation, providing the time spent working in these occupations equals the regular workday prescribed for the major occupation

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d. Members of agencies representing Yugoslavia and their subordinate agencies who accept pay for their work

e. Elected individuals with regular responsibilities and regular pay in prescribed social organizations

f. Members of artisans' cooperatives

g. Members of fishing cooperatives whose chief occupation is fishing

h. Other individuals included within the meaning of the Decree on Social Security, who are considered as employed by determination of the federal Council for Public Health and Social Policy.

Work books are issued to foreign citizens under the same conditions as to Yugoslav citizens.

3. The Council for Public Health and Social Policy of the srez or city people's council concerned is authorized to issue work books to its permanent residents, or to foreign citizens who have received permission to reside in the area under its jurisdiction. Work books must be signed by the president of the council.

Technical work connected with receiving work book applications, and completing and issuing work books is done by the Labor Mediation Bureau, or an official of the council if there is no Labor Mediation Bureau.

An individual's permanent residence is the place where he or his parents reside at the time he applies for a work book.

4. Construction, forestry, and mining enterprises and enterprises working to complete key installations which need more than 30 workers at a time may employ individuals who do not have work books. Within 15 days after such employment, the enterprises concerned are obliged to submit applications to the Council for Public Health and Social Policy of the authorized people's council for work books for each worker so employed.

If these individuals were previously employed, the enterprise must submit documentary proof of their previous employment. If these individuals cannot furnish this documentary proof, the Council for Public Health and Social Policy will set a time limit for its submission.

5. A blue- or white-collar worker who does not have a work book when he is being employed, because he has surrendered it for purposes of determining disability compensation, may be employed if the social security agency to which he has surrendered it confirms that it has the work book.

6. A work book contains the following information

a. General information: serial number, registration number under which it was issued, place and date of issuance, signature and seal of issuing agency, serial number of personal identity card, registration number of personal identity card, and place and date of issuance of personal identity card.

b. Personal history: first name and surname, maiden name (if work book is issued to a married woman), father's name, date of birth (month, day, and year) and place of birth, including srez and republic, citizenship, and nationality.

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c. Education and technical training: occupation and qualifications, and educational and technical training

d. Information regarding promotions on the job

e. Employment information: periods of employment, types of employment and pay, and periods of unemployment longer than 3 months

f. Information regarding any periods of unemployment which are acknowledged as counting toward a pension

g. Information regarding unemployment compensation during temporary unemployment periods

h. Information regarding travel authorized during temporary unemployment periods

i. Information regarding pensions or disability compensation.

7 The federal Council for Public Health and Social Policy prints, distributes, and sets the prices of work books for republics.

The council will keep accurate records of such distribution through the people's councils.

8 Supervision of the execution of regulations governing work books as concerns enterprises, offices, and establishments is under the jurisdiction of the labor inspectorate.

9. Work books are issued upon request of individuals listed in Section 2 above.

A request is submitted through an application form entitled "Application for the Issuance of a Work Book," in which the following information is listed: first name and surname, maiden name if applicant is a married woman, father's name, date of birth, place of birth, including area and republic, place of permanent residence, citizenship and nationality, education and technical training, serial and registration numbers of personal identity card, place and date of issuance of personal identity card, employment record, information regarding unemployment periods which are acknowledged as counting toward pensions (service in World War I, in the National Liberation War, in underground activity, in concentration camps, in internment, and the like), information regarding participation in voluntary public work, and information regarding pensions or disability compensation received.

Applications for work books must be accompanied by 60 dinars to pay for the work book.

10. Individuals requesting work books must complete application forms in duplicate, and are personally responsible for the accuracy of information contained.

Information in application forms is based on personal identity cards and on documentary proof described in Section 11 below.

If an applicant does not have a personal identity card, because he is not yet 16 years old, the data on his application will be based on the birth register, and certificates of educational and technical training.

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11. If an applicant was previously employed, or was engaged in war service, underground activity, or the like, or participated in voluntary public work, acknowledged as counting toward a pension, he must also list this information and is responsible for submitting documentary proof of its truth, in addition to documentary proof of educational and technical training.

12. When applying for a work book, an applicant is required to show his personal identity card to support the information in his application.

If an application is made by an enterprise under Section 3 ^[42] above, the enterprise will request workers to show their personal identity cards to affirm that the number, place, and date of issuance of the identity card are correct.

When submitting an application, individuals described in Section 10, paragraph 3, will show pertinent personal papers produced from birth registers, and proof of education and technical training.

13. Applications for work books are examined and checked to see if all pertinent data are included and if applications are correctly completed by an authorized official of the Labor Mediation Bureau, or where there is none, by an authorized official from the Council for Public Health and Social Policy. If minor errors have been made in the application, the authorized official will correct them immediately. If all pertinent data has not been included in the application, or if it is incomplete or incorrectly filled out, the application will be returned to the applicant with a time limit set for submitting the missing information or making necessary corrections. Instructions will be forwarded regarding corrections that need to be made.

14. Upon receipt of an application for a work book, the authorized official returns one copy of the application to the applicant. This copy now bears the council's seal, the official's signature, and the serial number under which the application has been entered in the council's work book records.

15. When a work book is being issued, the authorized official enters information on pages 1, 2, and 3 of the work book as follows:

Under "Registration Number" ("Registarski broj"), the serial number under which the application has been entered in the council's work book record. The Council for Public Health and Social Policy of the srez or city people's council concerned keeps a chronological record of work books issued.

Under "Surname" ("Porodično ime (prezime)"), if the applicant is a married woman, the surname which the wife assumed after marriage. If she uses both her maiden name and her husband's name, both names must be entered. If she retains her maiden name, "married" is to be entered in the column entitled "maiden name" ("djevojačko porodično ime").

Under "Qualification" ("Strucnost"), the following.

In the column entitled "Classification" ("Kvalifikacija (zvanje)"), the classification in which the worker belongs: unskilled, semiskilled, skilled, and highly skilled, or the classification in which the white-collar worker belongs: wide, primary professional training, secondary professional training, and advanced professional training. For officials of state agencies and establishments, the classification assigned in the Basic Law on Occupations and Salaries of Officials of State Agencies and other laws and regulations on occupations and salaries of officials in individual services (for example, administrator, professor, doctor, and the like) is entered.

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In the column entitled "Occupation or Profession" ("Zanimanje (struka)"): for a worker, the specific occupation, such as locksmith or blacksmith; for an official of a state agency and establishment, profession or service, and in some cases, both.

Under "Data On Educational and Technical Training" (Podaci o skolskoj strukturi i spremi"), the name of the last school attended and class or course taken. For instance, if an individual has graduated from a trade school, only the name of the trade school is entered and not the elementary school he attended, because elementary school is a prerequisite for entry to a trade school, or if an individual has completed 5 years in a Gymnasium, that information is entered and not the name of the elementary school he attended before the Gymnasium.

If an employed blue- or white-collar worker is graduated from some school or course, or takes a special examination, the information is entered immediately in the work book by the employing enterprise, office, or establishment. Such information is entered on the basis of documentary proof, which is entered as follows: "Driving course -- Certificate No 7/53 -- Belgrade."

Under "Promotions on the Job" ("Napredovanje u toku zaposlenja"), changes in classification or occupation which occurred during the employment period are entered by the employing enterprise, office, or establishment.

16. Entries in the work book will be written legibly and in ink in an orderly, exact, and conscientious manner. Errors in entries must be corrected legibly and certified with the seal and signature of the responsible official. Erasures are not permitted.

17. The completed work book bearing the seal of the Council for Public Health and Social Policy and the signature of its president is delivered by an authorized official to the applicant.

The recipient acknowledges receipt by placing his signature in the record of work books issued and by signing his name on page 2 of the work book.

When the work book is delivered, all documents which had been submitted with the application are returned to the owner.

18. When a work book is issued, it is compulsory to enter on page 1 the serial and registration number of the owner's personal identity card, and the place and date of its issuance. The serial and registration number of the work book are entered on the first page of the personal identity card.

Entries on the personal identity card are made by an authorized official of the Ministry of the Interior. The chief of the Administration for the Interior and the Council for Public Health and Social Policy of the people's council concerned will determine the manner, place, and date of completing such entries, with the condition that recipients will be able to discharge their responsibilities as concerns the work book in the council or enterprise where the work book is to be issued.

Work books will not be issued to applicants before all pertinent data are entered on personal identity cards, except to individuals listed in Section 1/57, who are not obliged to have personal identity cards. Entries for such individuals will be completed when they are issued personal identity cards.

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19 When an application is made for a work book by an individual who was previously employed, documents regarding his former employment are forwarded with his application to a special commission as described under Section 55. In such cases, the authorized official will complete pages 1, 2, and 3 of the work book, but will not deliver it to the applicant, pending receipt of the requested information from the special commission. The applicant will be issued a receipt that his application for a work book is being held until confirmation of former employment is received from his previous employers. This receipt signed by an authorized official will serve in place of a work book.

20 Applications for work books are entered by authorized officials in a work book record, in which the council concerned is required to list all work books issued. The number under which the application is entered in the record book is also the registration number for the work book. This number is stamped in the upper left-hand corner of the application.

21 The work book record is kept on the basis of information in applications for work books and information from special commissions (described in Section 55), and contains the following information on each work book issued: registration number, first name and surname, maiden name of married women, father's name, date of birth, place of birth, including street and republic, citizenship and nationality, occupation and qualification, serial number, date and place of issuance, serial and registration number, date and place of issuance of personal identity card, and total employment record as computed by the special commission described in Section 55, the republic social security office, higher agencies, or courts.

The above information is entered immediately, except for total employment record, which is entered when it is obtained from the special commission or when the republic social security office, higher agency, or court sends in its ruling.

The work book record will be bound, will have its pages numbered, and will be stamped with the seal of the Council for Public Health and Social Policy.

An alphabetical register of owners of work books will also be kept. The first name and surname, year of birth, and work book registration number will be entered in this register.

22 When a book is issued, the application for it will be filed according to the number under which the application is entered in the work book record.

23 When employing an individual who has a work book, an enterprise, office, or establishment takes the work book and enters essential information from the work book in its own records.

A special regulation will be issued regarding the method of keeping such records.

24 The employing enterprise, office, or establishment completes "Information Regarding Employment" ("Podaci o zaposlenju") on pages 6-25 of the work book as follows: "Registration Book Number" ("Broj matične knjige"), "Name and Address of Employing Enterprise, Office, or Establishment" ("Naziv i sjedište poduzeća, radništva, ustanova i dr."), "Date of Employment" ("Datum zaposlenja"), and completes remaining columns when the employee leaves his position. Changes in occupation are entered on page 3 of the work book as soon as they occur.

The employing enterprise, office, or establishment will assure that it has seals of the correct size with which to certify to the authenticity of information it enters in work books.

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25. The "Registration Book Number" includes the number under which an employee is registered in the employment records of an employing enterprise, office, or establishment, and the number under which the entry was made in his work book (for example, if the number under which an employee is registered is 343, while the number under which the entry was completed in his work book is 7; the "Registration Book Number" will be 343/7).

26. When employment is terminated for an employee with no previous employment record, the employing enterprise, office, or establishment will enter in the column entitled "Total Period of All Employment" ("Ukupno trajanje svih zaposlenja"), the total period of employment in the enterprise, office, or establishment concerned. The same information will be entered in the column entitled "Duration of Employment in the Enterprise" ("Trajanje zaposlenja u poduzeću").

When employment is terminated for an employee who has a previous employment record, the employing agency is required to add the employee's total period of employment in its employ to the employment period listed on pages 4, 5, and 26 of the work book, and enter the total in the column entitled "Total Period of All Employment."

27. The employing enterprise, office, or establishment enters on page 35 of an employee's work book data on any leave of over 3 months taken during a calendar year. The reason for such leave must also be entered.

28. The employing enterprise, office, or establishment will enter data in the column entitled "Type of Employment and Salary Paid" ("Vrsta zaposlenja i placa") on pages 27-31 of an employee's work book as follows:

Under "Type of employment" ("Vrsta zaposlenja"), a blue-collar worker's classification and occupation (for example, semiskilled-locksmith); or a white-collar worker's branch, service, and occupation (for example, administrative-assistant). Under "Pay I" ("Iznos I"), the per rate if the employer is an economic enterprise, and the pay classification if the employer is a state agency or establishment.

Under "Pay II" ("Iznos II"), the annual pay is entered at the beginning of a calendar year for the preceding year. If an employee has been employed for less than a year, the employing agency enters an average based on his earnings for the period concerned; his next employer does the same for the succeeding period, etc. For employees of state agencies and establishments, the annual pay entered is the average pay based on existing regulations, and includes periodic increases and any other pay allowances. The basis on which this pay is entered must be explained on the first blank page of the work book.

29. For individuals employed by private employers, data described in Sections 24 and 28 is entered by the authorized social security agency. In case of change in pay, promotion, or termination of employment, private employers are required to add the pertinent information to the employee's work book.

For individuals who have more than one job, data described in Sections 23-26 is entered by the social security agency. When one of these positions is terminated so that the individual is no longer employed for a full workday, his employment is considered as ended and is so noted by the social security agency on pages 5-25 of his work book.

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30. On pages 34-35 of his work book, the Labor Mediation Bureau enters the amount of unemployment compensation paid during temporary unemployment periods. Under "Period for Which Compensation Was Given" ("Vrijeme za koje je izvršena isplata"), in subcolumns "from" and "to" ("od i do"), are entered the inclusive dates that compensation was furnished. Under "amount" ("Iznos") are entered the amounts paid. Each payment is entered separately (for example: from 1 to 15 April, amount: 2,500 dinars; from 16 to 30 April, amount: 2,500 dinars).

For individuals who are temporarily unemployed, but do not have a right to unemployment compensation, the Labor Mediation Bureau will enter the dates of unemployment under "Period for Which Payment Was Made", and will enter the symbols "--" under "Amount."

31. On pages 36-37 of his work book, the Labor Mediation Bureau enters data on travel authorized to an employee in connection with work assignments. Under "Amount of Discount" ("visina povlastice") is entered "100 percent" or "75 percent."

32. In questions involving disability compensation or old-age pension, a work book is retained by the authorized social security agency while the question is being settled. However, the owner of the work book is given a receipt which contains the following: serial and registration number of his work book, name of the issuer of the work book, number and date under which it was issued, the name of the agency which acknowledges the disability compensation or old-age pension, and the total period of employment. If such an individual is later re-employed, the Council for Public Health and Social Policy issues a new work book. In such a case, the period of employment before pensioning is not entered on pages 4 and 5, but only data on the pensioning on page 38.

33. In cases of disability, the authorized social security agency enters the pertinent information on page 38 of the work book and returns it to the employer's enterprise, office, or establishment. If the individual concerned is unemployed, the work book is returned to him.

34. During periods of employment, an employee's work book is retained by the employing enterprise, office, establishment, organization, or private employer, and a receipt for it is issued to the employee. This receipt must include his first name and surname, the date the work book is handed over, and the serial number of the work book.

Upon termination of employment, the employing agency is required to return the work book to the employee, upon surrender of the receipt.

35. In cases where an employee resigns his position and does not pick up his work book when he leaves, the employing agency retains the work book for 3 months. At the expiration of this period, the employing agency turns it over to the authorized Council for Public Health and Social Policy. The number of the work book and the date it was forwarded to the Council for Public Health and Social Policy are recorded by the enterprise in its employment register under "Remark: "

36. When an employee acquires the right to disability compensation or pension, the employing agency is required to attach in his work book the employee's application for disability compensation or pension.

If an individual is unemployed at the time he applies for pension or disability compensation, he will attach the application in his work book.

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37. In case of the death of an employee, his work book is sent to his family.

38. When a work book is completely full so that no more entries can be made in it, it is replaced by a new work book upon payment of the price set.

The new work book is issued by the Council for Public Health and Social Policy of the authorized arez or city people's council.

39. When a new work book is issued as described in Section 38, it is necessary to note clearly, on the cover and on the first page, the reason for its issuance, and whether it is the second (II), third (III), etc., work book issued to the individual concerned.

40. The total number of all previous jobs is entered on page 7, row 1, of the new work book under the column entitled "Total Period of All Employment." On the same page, row 2, under "Duration of Employment in the Enterprise," the employing agency will enter the total period of employment in its employ, and other pertinent information. When employment is terminated, the employing agency will total rows 1 and 2 and enter the total under "Total Period of All Employment." Pages 4 and 5 and will be crossed out.

41. In cases where a new book is issued because a pensioner has been re-employed, so that his work book is in the hands of the social security agency, data on previous employment will not be entered in his new work book, but data on his pensions will be entered on page 38 instead. In this case, the work book will be issued as usual following an "Application for the Issuance of a Work Book," to which should be attached a statement from the authorized social security agency that it has the old work book in its possession.

On pages 4 and 5 of the new work book will be noted "Pensioner-- Date Entered on Page 38" ("umirovljenik - podaci uneseni na str. 38"). On page 5 will be entered the following data on the last position held: name of employing enterprise, office, or establishment, and period during which employee was employed. On page 27 will be entered the occupation in which he was employed.

42. An individual who has lost his work book must submit an explanation of his loss and a request for a duplicate work book to the Council for Public Health and Social Policy which issued the original work book.

The request must include the following data: confirmation of employment from the employing enterprise, office, or establishment, or if he is unemployed, confirmation from the agency where he was last employed; and confirmation from the official gazette of the republic concerned that he has paid for an announcement to be published in it that his work book is lost, or if the announcement has already been published, the number and page of the gazette where the announcement was published.

43. The word "Duplicate" ("Duplikat") will be stamped in large letters on the upper edge of the cover of a duplicate work book; on the personal identity card of its owner will be entered the statement that a duplicate work book has been issued, and its serial and registration numbers.

44. An individual who has lost his work book and applied for a duplicate work book may obtain employment on the basis of a confirmation from the official gazette of the republic concerned that he has paid for the publication of an announcement that he has lost his work book.

45. If an enterprise, office, or establishment loses a work book, it is required to obtain a duplicate as prescribed in preceding paragraphs.

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46. A duplicate of a lost work book costs five times as much as the original. The cost is borne by the individual applying for the duplicate. An individual does not have to pay for a duplicate if it is proved that he lost it through circumstances beyond his control, such as fire or flood.

47. Work books which have been erroneously completed or damaged, or duplicates which have been issued in error will be canceled as follows: The word "Canceled" ("ponisteno") will appear in perforated form in several places or in stamped form on each page. Such work books will then be turned over to enterprises which purchase scrap paper.

Canceled work book records will be kept by the agencies which cancel work books. A copy of such records must be forwarded to the Council for Public Health and Social Policy of the republic concerned.

48. Changes in the record of the total period of employment in work books already issued and the issuance of new work books will be done by the Council for Public Health and Social Policy of the srez or city people's council, within whose jurisdiction the employing enterprise, office, or establishment is located. The Council for Public Health and Social Policy of Yugoslavia will determine the inclusive dates within which such changes will be made and work books issued.

49. A commission will be established to expedite the work outlined in the preceding paragraph, in enterprises, offices, or establishments which employ more than 50 people.

Enterprises which have a number of plants and work sites may establish separate commissions for each plant or work site.

The commissions will include members appointed by the administrative council of an enterprise or manager of an office or establishment, a representative of the trade union, and the legal adviser, where there is one.

50. Such commissions will operate under the direct supervision of the administrative council of an enterprise or the manager of an office or establishment.

51. In making changes in already issued work books or issuing new work books, such commissions are required to do the following:

a. Obtain applications for work books and new work books from the authorized Council for Public Health and Social Policy.

b. Forward application forms for work books to each blue- and white-collar worker and see that they are completed as prescribed.

c. Complete pages 1, 2, and 3 of work books on the basis of data furnished in applications and attached documents, but not sign or place any seal on work books.

d. Inspect and list chronologically all documents pertaining to previous employment which have been enclosed with applications for work books.

52. On the basis of applications for work books, records of enterprises, and documents pertaining to previous employment, the commission will draw up a statement on the employment status of each blue- and white-collar workers, which it will forward with application, documents, and work books to the authorized Council for Public Health and Social Policy to be consigned to its special commissions. In the statement, the commission will list the details of previous employment based on documentary proof, and details of unemployment based on evidence of witnesses or some other proof.

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With regard to employment periods provable only by the evidence of witnesses, the commission in the enterprise will send the employee concerned to the srez or city Administration for Social Security. An authorized official there will hold a hearing of the case with the individual concerned, his witnesses, and other persons, if necessary. After the hearing, the srez or city Administration for Social Security will transfer the entire matter to a special commission.

In the same manner, the commission will furnish statements on the employment status of returned emigrants, and individuals resettled in Yugoslavia.

53. In enterprises, offices, or establishments which employ less than 50 people, work outlined in Section 51 will be done by an official assigned to this work. Directors of such enterprises or managers of offices or establishments will draw up statements on employment status as outlined in Section 52 and forward them to the agency authorized to issue work books.

54. Private employers will not do the work outlined in Section 51, but are required to forward completed applications for work books and documentary proof of previous employment for persons hired by them to the authorized Council for Public Health and Social Policy.

55. Special commissions established by the Councils for Public Health and Social Policy of the srez or city people's councils will evaluate the authenticity of documents attesting to previous employment, referred to in Sections 48-51, make changes in existing work books, and issue new work books.

In city and industrial centers where many people are employed, special commissions may be established in the numbers necessary.

These commissions will also evaluate the authenticity of documents attesting to previous employment of individuals who apply for work books personally.

56. Special commissions for evaluating the authenticity of documents attesting to previous employment will consist of three members, two of whom are permanent members and have alternates, while the third will be the representative of the employing agency.

One permanent member and his alternate will be representatives of the local union council, while the other permanent member and his alternate will be representatives of the srez or city Administration for Social Security.

When the employment status of permanent members of the commission is in question, the authenticity of documents and the confirmation of employment will be evaluated by their alternates.

57. The special commissions will acknowledge previous employment only on the basis of valid documents, such as rulings, certifications, and confirmations of enterprises, offices, establishments, or organizations; previously issued work or service books, books issued under special regulations (naval or transportation books, and the like); or statements based on social security records.

The employment status of returned emigrants and individuals who live in areas added to Yugoslavia will be based only on employment in Yugoslavia. The acknowledgement of employment in foreign countries or areas which were once outside the boundaries of Yugoslavia will be transferred to the republic office for social security.

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To determine status and qualifications, the special commissions will evaluate for authenticity forwarded documents for the purpose of determining pay, and documents forwarded when employees are transferred.

58. The special commissions will issue to each blue- and white-collar worker a detailed statement on his previous employment, not counting employment during the time changes were being made in his work book.

Such statements will list chronologically the length of time of employment in each job, the total number of years, months, and days acknowledged as being periods of employment, the documents which are accepted as proof of such employment, the jobs held during periods not accepted as periods of employment, the names of employing agencies concerned, and the reasons for ruling against these jobs.

Prior to issuing such rulings, commissions will call in the employee concerned to furnish new proof of the employment period in question. He will be given 3 months to forward such proof.

59. Statements will be issued in two copies. One copy will be forwarded to the authorized official of the Labor Mediation Bureau, if there is none, to the authorized official of the Council for Public Health and Social Policy, who will deliver it, the work book, and attached documents to the employee concerned. The employee will thereupon surrender the receipt he received when he turned in his work book, and will acknowledge receipt of his work book by signing the agency's record book. At the time of delivery of his work book, its serial number and registration number will be entered on his identity card, as prescribed in Section 18. The second copy will be filed in the issuing office.

60. An employee has the right to appeal rulings to an authorized higher agency within 15 days after receipt of a statement. He is entitled to appeal its decision within a month to the Administrative Court.

[Beginning 1 January 1953, the Social Security Bureau was to issue decisions on protested rulings, according to the Zagreb Borba of 16 July 1952.]

In the ruling of the higher agency or court partially or completely alters the ruling of the commission, the Council for Public Health and Social Policy which issued the work book will make the necessary changes in its records and in the work book concerned.

61. If the employee leaves his job while the commission is ruling in his case, the employing agency is required to call back the application and attached documents from the commission, and return them to the employee before he leaves his job.

62. In cases where previous employment is to be completely or partially proven by witnesses, the commission will review the entire matter submitted according to Section 56, paragraph 2, and forward its finding to the Administration for Social Security of the republic concerned.

The republic Administration for Social Security will then rule on the question involved. If the administration establishes that the matter needs further clarification, it or the social security agency concerned may have to call a supplementary hearing of the employee and his witnesses or any other third parties.

The republic Social Security Bureau also rules on questions involving periods of employment which may be recognized as employment periods, and the employment status of returned emigrants or persons who live in areas taken over by Yugoslavia.

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63. An employee has the right within 15 days of the receipt of a ruling from the republic Administration for Social Security to appeal it to an authorized higher agency. He can appeal this last ruling to a higher court within a month.

64. On the basis of rulings of the special commission, the authorized official of the Labor Mediation Bureau, or, if there is none, an official of the Council for Public Health and Social Policy enters employment status on pages 4 and 5 of the work book, as prescribed in Section 65.

65. Data on employment status up to 31 December 1946 is not listed by employing agencies.

a. On page 4 of the work book is entered the date when the employee entered on his first job and the date he left his last job. For example, if an employee was first employed on 1 March 1931 and left his last job on 1 October 1940, the total period he was employed is 9 years, 5 months, and 16 days. On page 4 of the work book, under "Date of First Employment," ("datum prvog zaposlenja"), there will be entered "1 III 1931" [sic], and under "Date of Termination of Last Employment" ("datum prestanka poslednjeg zaposlenja"), there will be entered "31 X 1946." Under "Total Duration of Employment in This Period" ("Ukupno trajanje zaposlenja u tom razdoblju"), there will be entered: year: 9 (nine), months: 5 (five), days: 16 (sixteen).

In cases where an individual was employed from 1946 to 1947, it is necessary to enter on page 4 of the work book under "Date of Termination of Last Employment," "31 XII 1946," while on page 5 of the work book under "Duration of Employment" ("trajanje zaposlenja"), there is entered "1 I 1947," while other data on this job is entered in other columns on the same page.

b. On page 5 of the work book will be entered data on previous employment beginning 1 January 1947, according to employing agency.

If there is insufficient space on page 5 to enter the names of all employing (agencies) concerned, they must be entered on pages 29-44. However, "Total Duration of Employment" on page 5 will include the time spent in all positions listed on page 5 and succeeding pages where previous employment is recorded. In such cases, reference must be made on page 5 to the succeeding pages (for example: additional previous employment has been entered on page 39).

66. The authorized official of the Labor Mediation Bureau, or if there is none, the official of the Council for Public Health and Social Policy will, also enter the following information on employment status.

a. Data on time spent in voluntary public work will be entered on page 33. This is done only in cases of individuals who were employed within 6 months after they completed voluntary work. This information will not be entered for those who are employed and are doing voluntary public work at the same time.

b. Data on employment periods provable by witnesses will be entered on page 26 under "Supplementary Recognized Employment" ("naknadno priznati radni staz") data on employment in foreign countries or areas taken over by Yugoslavia will also be entered on page 26 under "Supplementary Recognized Employment," and data on unemployed periods which count toward a pension will be entered on page 32. Under "Reasons for Recognition of Unemployment Periods and the Supporting Documents" ("zbog cega se priznaje i na temelju kojih dokumentata je izvršen upis") will be listed the supporting documents and the period covered. The last will be entered under "year," "month," and "day" under "Time Recognized" ("vrijeme koje se priznaje"). For example, under "Time Recognized"

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will be entered: year: 1, month: 4, and days: 10; while under "Reasons for Recognition of Unemployment Periods and Supporting Documents" will be entered: Document No 4 from the People's Council of Tuzla; one year, four months, and ten days.

Under "Unemployment Periods Which Count Toward a Pension" (vremen proveden izvan radnog odnosa koje se priznaje za mirovinu) will be entered time spent in regular duties at regular pay in elective positions in agencies representing Yugoslavia; service in the National Liberation Army; organized work in the National Liberation War; time spent as a victim of Fascism, interned in a concentration camp or jail, as a deportee forced emigrant, forced laborer, or prisoner of war; underground activity in the revolutionary movement or other responsibilities connected with the revolutionary movement, time spent in prisons and camps because of revolutionary work before 6 April 1941; military assignments or confinement as a prisoner-of-war in the wars from 1912 to 1918, if the individual concerned was employed before these wars; outside service, if the individual was discharged from the state agency service because of his anti-Fascist or patriotic attitude or because of his national, racial, or religious background, or if he resigned because of these reasons, unemployment periods when the individual was contributing to the Pension Security Fund; military duties or imprisonment during the 1912 - 1920 war years, and unemployment periods which were not the fault of the individual concerned.

c. On pages 39-44 of the work book will be entered the name, headquarters, and number of any rulings of a higher agency or court, and other data as prescribed on page 26 of the work book under "Supplementary Recognized Employment."

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